

Office of Executive Inspector General
Deputy Director of Ethics Training and Compliance
Position Description

Posting Date: May 2, 2011

REVISED POSTING (Changes to Requirements)

Posting Close Date: Open until position is filled

Salary Range: \$4,167.00 to \$7,917.00 Monthly

Under the direction of the Director of Ethics Training and Compliance for the Office of Executive Inspector General (OEIG), this position manages key activities of the OEIG related to its statutory responsibility for the oversight of state employee ethics training under the State Officials and Employees Ethics Act.

Responsibilities include the development of policies and procedures related to ethics training for the approximately 160,000 state employees subject to the OEIG's jurisdiction. The Deputy Director of Ethics Training and Compliance develops written training standards, ethics training course materials, and performs project management duties relative to state employee ethics training. Coordinates website maintenance, information technology infrastructure maintenance, helpdesk training, helpdesk operations, and website accessibility testing and compliance related to the OEIG's ethics training learning management system. Also manages activities to ensure that all employees, officials, and appointees subject to the OEIG's jurisdiction comply with the ethics training requirements of state law.

Key responsibilities include:

1. Develops, maintains, and communicates administrative policies and procedures to ensure effective and efficient employee ethics training and compliance oversight. Develops detailed annual ethics training and compliance reporting instructions for ethics officers and training administrators. Develops all necessary reporting forms, guidelines, employee notices, etc.
2. Manages the technical and administrative planning process for annual ethics training. Requests and evaluates the written ethics training implementation plans of each state agency. Develops and manages a detailed activity plan/schedule using critical path method scheduling techniques and other common project management tools and techniques. Conducts ethics training program team meetings and conference calls as necessary to ensure proper program management.
3. Assesses risk in government operations, researches the law, state agency policies, and regulations to determine appropriate employee ethics training subject matter. Authors and edits ethics training materials in consultation with the Director of Ethics Training and Compliance, the Executive Inspector General, the OEIG Chief of Staff and General Counsel, the Attorney General's Office, and the Executive Ethics Commission. Develops instructional and graphic design schemes for each course. In consultation with the OEIG Chief of Staff and General Counsel, ensures that training materials are consistent with applicable laws, rules, policies, and regulations. Evaluates the efficiency and effectiveness of training.
4. Establishes written standards for ethics training content and delivery as required of the OEIG under the State Officials and Employees Ethics Act. Coordinates the review of these standards by the Executive Ethics Commission.

5. Reviews and comments on (i.e., edits) proposed ethics training developed by other state agencies, such as the state public universities, to ensure their consistency with the State Officials and Employees Ethics Act, standards set by the OEIG, and the rules of the Executive Ethics Commission.
6. Manages OEIG processes for ensuring employee compliance with the ethics training requirements of the Ethics Act. Directs activities of subordinates and others to monitor and identify employee compliance issues. Reviews and evaluates compliance reports, which are annually submitted to the OEIG by each state agency. Recommends state agency actions, such as employee disciplinary measures. Recommends referrals of noncompliant employees to the Executive Ethics Commission or the appropriate Ultimate Jurisdictional Authority, as necessary. May be required to draft testimony or act as an expert witness in administrative (e.g., employee disciplinary) proceedings. Manages the development, implementation, and maintenance of searchable, secure, and complete databases containing employee training compliance records.
7. Manages the activities of the Department of Central Management Services staff (i.e., its information technology staff and its employee benefits staff) necessary to develop and maintain the OEIG's ethics training website, the OEIG learning management system's employee registrant and compliance database, and to ensure interconnectivity to State of Illinois communications and computing networks. Develops "disaster recovery plans" and coordinates "repairs" to information technology and communications infrastructure as required to maintain employee access to the primary Internet-based ethics training platform during critical employee training periods. Manages testing to ensure online ethics training complies with applicable accessibility standards, such as the Illinois Information Technology Assistance Act.
8. Manages vendors engaged in supporting the OEIG's ethics training initiatives, including the provider of the OEIG's learning management system. Provides direction to vendor employees. Manages vendor selection processes, as required to ensure compliance with all procurement laws, rules, and policies, including the Illinois Procurement Code and the rules and policies of the Illinois Procurement Policy Board. Monitors vendors' compliance with contract terms and applicable service level agreements. Authorizes vendor payments in coordination with the OEIG's finance staff.
9. Provides guidance and direction to ethics officers and ethics training administrators, as necessary, relative to employee ethics training and related compliance reporting.
10. Responsible for assigned subordinates' optimal productivity, quality, consistency, timeliness, accuracy and prioritization of assignments. Oversees the activities of subordinate staff to ensure a singular commitment to the goals and objectives of the OEIG; assigns work and establishes individual and program objectives. Ensures timely compliance of all personnel policy matters, including but not limited to performance evaluations, time sheets, attendance records, training and professional development, etc.
11. May perform the duties of Director of Ethics Training and Compliance (e.g., in the Director's absence), as necessary and when authorized.
12. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above. These may include, for example, legal or instructional design research, assessment of organizational business risk, or the benchmarking of other organizations' ethics and compliance initiatives.

REPORTS TO: Director of Ethics Training and Compliance

SUBORDINATE POSITIONS: Ethics Training Program Manager, and Ethics Training Compliance Analysts.

REQUIREMENTS: Requires a bachelor's degree in education, public administration, business administration, accounting, finance, computer information systems, or engineering. A master's degree in education, public administration or business administration, a law degree or equivalent experience is desirable. Certification in project management is preferred. Significant knowledge, skills, abilities related to the subjects of ethics and compliance and the implementation of ethics and compliance initiatives for a large organization is highly desirable, including:.

- Experience in the instructional design and delivery of elearning and classroom training materials
- Demonstrated success in project management of an enterprise-wide information technology-based operation, training initiative, or information system
- 5 years supervisory experience and the ability to manage business processes and human resources through the utilization of performance metrics
- Previous exposure to organizational governance, legal, human resources, education or training, regulatory, and labor relations issues
- Experience in vendor management and contract negotiation
- Ability to communicate clearly and concisely, orally and in writing, including the ability to prepare and deliver presentations to small or large groups
- Ability to prepare budget forecasts and analyze organizational results from both financial and operating perspectives
- Ability to interpret the law, policies, rules, and regulations and translate related concepts into training materials and written policies and procedures
- Ability to independently conduct analyses of information and data
- Ability to analyze business processes and recommend and implement process improvements
- Ability to make supportable decisions based on legal precedent, policies, procedures, and/or judgment
- Proficiency in the use of common business computing software, including Microsoft Word, Excel, Project and Power Point, and data management software such as Microsoft Access

HOW TO APPLY:

Visit our website at www.inspectorgeneral.illinois.gov. Qualified applicants should download the OEIG employment application and submit the completed application, resume, and cover letter to the OEIG Human Resources Office, 32 West Randolph, Suite 1900, Chicago, IL 60601. Contact: Wendy Washington, Director of Human Resources – 312.814.1789.

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